

CIA INTERNAL-USE ONLY

Approved For Release 2002/05/07 : CIA-RDP85-00375R000100120013-5

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Office of Personnel  
ATTN : Chief, Benefits and Counseling Branch  
FROM : Acting Chief, Fiscal Division

DATE: 17 April 1962

SUBJECT: Issuance of a New Check Replacing the Unnegotiated Salary  
Check of a Deceased Agency Employee to the Surviving Spouse

1. Attached is a copy of procedures now in effect in the Payroll Branch, Fiscal Division, to replace the unnegotiated check of a deceased Agency employee with the issuance of a new check in the name of the beneficiary.

2. These procedures are designed to provide quick financial assistance in the amount of the earned but undelivered pay check to the deceased's family if the family or a representative requests such assistance. Otherwise, the pending compensation will be processed as a part of the regular procedure for final settlement.

3. The Fiscal Division will be guided by information from your office in the processing of financial assistance requests.

STATINTL



Attachment  
Memo 4/12/62

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : All employees of the Payroll Branch  
Fiscal Division

DATE: 12 April 1962

FROM : Chief, Payroll Branch

SUBJECT: Procedures on issuance of a new check replacing the unnegotiated salary check of a deceased Agency employee to the surviving spouse.

1. In order to issue a check replacing an unnegotiated salary check to the spouse of a deceased Agency employee all of the following procedures must be complied with:

- (1) The status of the check of the deceased employee must be determined. (Has it been issued, mailed out, or retained in the parent office.)
- (2) A request for payment of money to the surviving spouse is received from Benefits and Counseling Branch.
- (3) The Form 1152, Designation of Beneficiary, if existing, does contain the name of the surviving spouse only.
- (4) The Disbursing Office will be consulted in regard to the issuance of the new check.
- (5) The Form 1153, Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation of Deceased Civilian Employee, is completed.
- (6) A doctor's certificate of death is issued.
- (7) The check will be hand carried to the Benefits and Counseling Branch and released upon receipt of completed Form 1153 with doctor's certificate attached.

2. The procedures set forth in Regulation   will be complied with for disbursement of the final paycheck and retirement in order to restrict illegal payment from occurring. (See Comptroller General's Decision B-146240, dated 2 August 1961.)

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19 APR 1962

NOTE TO : Benefits and Counseling Branch

Attached is a statement of policy received from the Acting Chief, Fiscal Division. As you will note, it is now possible to obtain some money for beneficiaries of deceased Agency employees. Please note, however, that I have assured Mr.  that we STATINTL will use this procedure only in rare instances when we have determined that an acute financial problem exists. I would ask that in each case we discuss whether or not we should invoke this procedure before any commitment to do so is given outside of BCB.

C/BCB

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# DISPATCH

SECRET

BOOK DISPATCH NO. 1260

TO All Chiefs of Station and Base

FROM Chief, [redacted]

17 JUL 1959

SUBJECT Handling of Death Cases - Utilization of Military Facilities

ACTION REQUIRED For information

REFERENCE(S)

RE "433" - (CHECK "X" ONE)

MARKED FOR INDEXING

NO INDEXING REQUIRED

INDEXING CAN BE JUDGED BY QUALIFIED HQ DESK ONLY

1. This Dispatch provides information to be used in connection with Employee Emergencies. It is of special applicability to Stations in areas of the world where facilities for embalming are inadequate.

2. In reviewing a case involving the death of a KUBARK employee at a field installation, conferences were held with representatives of the military services. These conferences revealed that under existing support agreements with KUBARK, the military services will provide the services of their morticians, mortuary facilities, supplies and transportation of the deceased to a designated place of interment. They stated further that requests for mortuary assistance from responsible Government officials will be honored, thus assuring the availability of mortuary service to KUBARK personnel.

They added that the legal problems encountered in shipping a body from one country to another are minimal if the official military channel of transportation is used.

3. The following procedures governing all staff employees, staff agents and U.S. citizen personnel under contract to the Agency are forwarded for your information and guidance, especially in areas of the world where available mortuary services do not meet the high standards of preparation, embalming and care available in our country. In the event of the death of an employee, the Chief of Station or Base may request the Administrative Officer of the [redacted] to contact the nearest military representative or installation and request mortuary services. If these services are not located geographically convenient, the military representative or installation may be asked to fly a mortician and necessary supplies to the area. If this is not feasible, the body may be flown to the nearest military embalming facility. Following initial embalming and preparation, the body may be shipped to a designated destination by means of military transportation. When deemed advisable by the Chief of Station or Base, and consistent with security and cover considerations, commercial transportation is authorized. If the deceased the responsible KUBARK officer should contact the nearest U.S. Consulate and request assistance to secure military mortuary services, if such action can be taken without security compromise. In any event, the Consulate must be advised in order that arrangements may be made for release of the body. There can be no universal procedure given in this latter case due to the various circumstances prevailing in different areas of the world.

4. This method of obtaining military support in death cases will permit arrangements for processing, embalming, casketing, and transportation to be accomplished through one military contact or military mortuary officer.

5. All problems, anticipated or actual, encountered in handling death cases in the field should be forwarded to headquarters, as prescribed in [redacted] for review, guidance and resolution.

FOR THE CHIEF, [redacted]

Attachment:  
List of Mortuary Facilities

Next 5 Page(s) In Document Exempt